

Court of Appeals of Indiana

1.05(m) – Job Description for Court Administration

Staff Attorney (Senior Judge Judicial Law Clerk)

November 15, 2003

I. Duties

- Work under the direct supervision of the Senior Judges and, when there is no Senior Judge, the administrator.
- Perform all legal tasks as assigned by the Senior Judges, to include research, drafting, and proofreading.
- Work under the direction of the administrator when it is determined by the Senior Judges and the administrator to be appropriate. This work will include the tasks performed by staff attorneys and other Court projects.

II. Job Requirements

- Graduate of an accredited law school.
- Two years experience as an appellate law clerk.
- Familiarity with Indiana Rules of Appellate Procedure.
- Ability to communicate orally and in writing.
- Ability to work for more than one judge at the same time and to professionally interact with a variety of people.
- Be able to work on multiple projects.
- Be able to accept direction and constructive review of work.

III. Responsibility

Incumbent reports directly to the court administrator and works under the direct supervision of the judge to whom he or she is assigned by the court administrator. When not assigned to a judge, works directly for the court administrator as a staff attorney.